

**Nebraska Department of Education
Office of Nutrition Services**

**Options for School Food Authorities (SFAs) to Provide Meals Due to
Unanticipated School Closure (3-18-20)**

If the SFA considers school to be in session and IS offering online/virtual/distance learning, meal options (see explanations below) include:

1. ***NEW*** All SFAs have the option to continue serving meals through the National School Lunch/Breakfast Programs
2. >50% free and reduced eligible students - participation in the Summer Food Service Program as an open site(s), which serves meals to all children in a community ages 1 through 18 years
3. <50% free and reduced eligible students - participation in the Summer Food Service Program as a closed enrolled site(s)

For SFAs NOT offering online/virtual learning during unanticipated school closure:

1. >50% free and reduced eligible students - participation in the Summer Food Service Program as an open site(s), which serves meals to all children in a community ages 1 through 18 years
2. <50% free and reduced eligible students - participation in the Summer Food Service Program as a closed enrolled site(s)

Under no circumstances can meal service be restricted to only Free and Reduced eligible students

Option #1. *NEW*** SFAs in Session and Offering Online Learning**

This option does not require any additional on-line application for SFAs to provide meals

The USDA has recently released flexibility for SFAs to continue participation under the NSLP if the school is considered in session and virtual/online/distance learning is provided. Meal counting and claiming procedures must be utilized to account for the meals served. Meals must be claimed as free, reduced and paid. Meals must be unitized/packaged to include all meal components including milk. If providing multiple meals at one time pickup/delivery (breakfast and lunch); each must be unitized/packaged separately. SFAs must complete the Non-congregate Meals Supplementary Information form and upload to the Attachment List into their NSLP application.



If SFAs choose to not charge households for reduced and paid meals, general funds must be used to cover the cost. Guidance continues to be released as USDA navigates the situation.

Option #2: Instructions for Schools and Organizations with 50% or more Free/Reduced Eligible Students - SFSP Open Site(s)

Schools operating open site(s) during a closure due to COVID-19 serve meals to all children ages 1 through 18.

Steps for Schools and Organizations that have Operated the SFSP:

1. Complete the SFSP application in the online application and claims system at <https://nutrition.education.ne.gov>. Use this short guide to help you through completing and submitting the application; you can also view this application video (open in Chrome for Flash Player) for assistance.
2. Complete the Non-congregate Meals Supplementary Information form and upload to the Attachment List of the online application packet.
3. To ensure program compliance and reimbursement for meals served, you must review the SFSP Training Resources.

Steps for Schools and Organizations that have NOT Operated the SFSP:

1. Complete the Non-congregate Meals Supplementary Information form and return to Jenna Hilligoss at Jenna.Hilligoss@nebraska.gov. NDE will use this information to provide access to the online SFSP application and serves as your intent to participate.
2. The SFA system administrator will receive notification once access to the SFSP application has been set up. After receiving notification, complete the SFSP application in the online application and claims system at <https://nutrition.education.ne.gov>. Use the short guide to help you through completing and submitting the application; you can also view this application video (open in Chrome for Flash Player) for assistance. *Note: select "Open" in the dropdown list for #27 of the site application.
3. Upload the completed Non-congregate Meals Supplementary Information form to the Attachment List of the online application packet.
4. Sign and upload the Permanent Agreement in the Checklist Summary of the application packet.
5. To ensure program compliance and reimbursement for meals served, you must review the SFSP Training Resources. Submission of the Non-congregate Meals Supplementary Information form serves as the SFAs intent and provides details needed to initiate the SFPS application.



Option #3: Instructions for Schools with less than 50% Free/Reduced Students - SFSP Closed Enrollment Site(s)

The updated information provided below is based on NEW guidance received from USDA pertaining to schools with less than 50% Free and Reduced Students.

SFAs operating a closed enrolled SFSP site must conduct outreach regarding meal availability and have a method for gathering planned participation and meal benefit eligibility for each child who plans to participate. Current school year benefit eligibility documentation may be used; new applications do not need to be collected. If 50% or more of the students who plan to participate are eligible for Free or Reduced price meal benefits, all meals served will be reimbursed at the Free rate. These sites must maintain daily meal counts using a roster with children's names.

Steps for Schools and Organizations that have not Operated the SFSP

1. Complete the Non-congregate Meals Supplementary Information form and return to Jenna Hilligoss at Jenna.Hilligoss@nebraska.gov. NDE will use this information to provide access to the online SFSP application.
2. The system administrator will receive notification once access to the SFSP application is set up. After receiving notification, complete the SFSP application in the online application and claims system at <https://nutrition.education.ne.gov>. Use the SFSP Application Guide to help you through completing and submitting the application; you can also view this application video (open in Chrome for Flash Player) for assistance. *Note: select "Closed Enrolled" in the dropdown list for #27 of the Site Application.
3. Upload the completed Non-congregate Meals Supplementary Information form to the Attachment List of the online application packet. Upload the completed Permanent Agreement into the Checklist Summary.
4. To ensure accurate meal counting and claiming and program compliance, it is pertinent to review the SFSP Training Resources.

Schools and Organizations Not Serving Meals Due to Unanticipated School Closures

Your community may have meal service locations that are approved to provide meals at Open sites through the SFSP. You can locate this list of sites by visiting the Summer Food Service Program web page. NDE encourages you to share meal site location information with your students' households.



Instructions for SFAs offering At-Risk Afterschool Meals

Options exist to continue serving meals and snacks through the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP). At-Risk programs that offer a snack and/or supper may offer either lunch and a snack, or breakfast and a snack with NDE approval. The USDA FNS Policy Memo SP 08-2020 and USDA COVID-19 SFSP Q&A provides additional information with supplementary Questions and Answers for helpful information. As always, we are here to answer your questions and help you navigate these unforeseen circumstances.

